

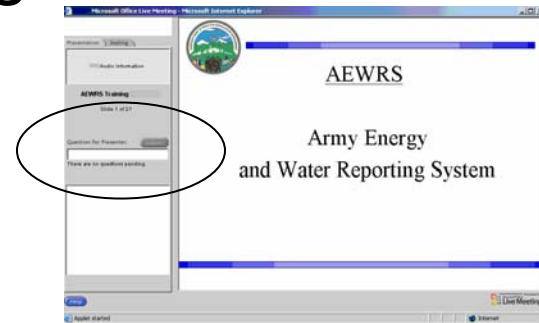


Army Energy and Water Reporting System



Logistics

- Attendees' phones are muted until designated Q&A session
- Each attendee may ask one question using the Question pane in Live Meeting
 - All questions and answers will be posted following the completion of the training sessions
 - <http://hqda-energypolicy.pnl.gov>
- Training will last approximately 3 hours





Features...

- No JInitiator download
- Simplified login box
- Easy navigation
- Multiple record display
- Automated unit conversion
- Selected reports in Excel format
- Enhanced help capability
- ADDS-1 mobility fuel reporting eliminated
- Separate module for water reporting



URL to Access AEWRS

aewrs.hqda.pentagon.mil

OR

From AKO website after Login

1. Click on “Special Staff”
2. Click on “ACSIM”
3. Click on “AEWRS”



Don't Have an AEWRS Account?



Establish AKO Account

- All US Army Soldiers and civilians already have AKO accounts
- Host nation employees need a sponsor, either DA Soldier or civilian



AEWRS Account cont.....?

2

Establish AEWRS Account

Email request to:

aewrs@hqda.army.mil with:

AKO username

DODAAC (account identifier)

Installation name

Access level

Instructions with login information will be sent back via email



Login Page

- Helpful links to:
 - FAQ's
 - Tutorial
 - Manual
 - POC
- Prompt for Username / Password



Username

- Your AKO username is the username to access AEWRS



Passwords

Note: Password requirements have changed

- **Passwords**
 - MUST be at least 10 characters in length
 - Case sensitive
 - MUST contain ALL of the following:
 - At least 2 lower case letters
 - At least 2 numeric digits
 - At least 2 special characters (!#\$%*)
- **Old passwords may NOT be re-used**

These requirements will be enforced when password expires or if you wish to change the password prior to expiration. Until that point the HQRADDs password will be used for access to the AEWRs application.



Account Locked!!

- After three attempts
- Contact AEWRS staff
 - Email aewrs@hqda.army.mil
- Default password will be re-issued by AEWRS staff
- Reset the password to your choice



Password Problem

Contact AEWRS Team
aewrs@hqda.army.mil



Home Page

- **Data Entry Option**
 - Facilities Data Entry
 - Annual Factors Data Entry
 - Water Data Entry
- **Reports Option**
 - AEWRS Reports
- **Help Option**
 - FAQ's, Tutorial, Manual and POC
- **My Account**
 - Change Passwords, Logout





Data Entry Screens

Facilities

Cost and
Consumption of
utilities energy

Data entered monthly
by each DODAAC

Annual Factors

Building Count
and Area

Also includes
data for air
conditioning

Data entered annually
by each DODAAC

Water

Water
Consumption
and Cost

(Cost starting
FY2006)

Data entered annually
by each DODAAC



Data Entry Screens cont....

- All screens look and function the same way
- Records are displayed
 - in tabular format
 - for current FY in Facilities Screen
 - For ALL years in Annual Factors and Water Entry screens
- Each record has an “Action” column with **View** or **Edit** option
- Instruction box on right has relevant information with Help feature

NEW!

These forms are ALSO accessible to Region Managers with “**Write**” access to their installations and **ONLY** their installations



Facilities Data Entry Screen

- Records are
 - displayed for current FY and default to ALL products and ALL months reported
 - sorted by product
- When particular record selected (either from drop down or by clicking on [View](#) or [View/Edit](#)), the standard DOD unit for that product is displayed
- **Unit Help** is available with description of the unit selected
- Multiple units are available to convert data using drop down list for units



Annual Factors Screen

- Records are
 - displayed for ALL years reported
 - sorted by year



Water Screen

- Records are
 - displayed for ALL years reported
 - sorted by year





Actions

- View a record
- Add a record
- Change a record
- Delete a record

However, your ability to perform these actions is limited to only the most recent records



Data Accessibility

- You can only add/modify previous FY data for six months into the new fiscal year
- The “**Action**” column on Data Entry Screens indicates what action can be performed



Example

You can make changes to FY 05 data until 31 March 2006. At the end of Mar 06, access for changes to FY 05 will be blocked

FY 05	FY 06	Data will be locked for FY 05
Oct 04-----Sep 05	Oct 05 -----	1 Apr 06-----Sep 06

- You can no longer update OLD data



View a Record

- All historical data can be viewed starting from 1985 to date



Add a Record in Facilities Screen

- Record can only be added if it falls **WITHIN** the timeframe
- Data CANNOT be entered for Current or Future months
- To ADD a record, select the Product, Year and Month
 - If record exists, values will be displayed
 - If record does NOT exist, blank fields will appear for data entry
 - Standard Reporting Unit will appear
 - Select Units you want to enter data in
 - Enter Cost and Consumption values in fields
 - Click on “Save this Record”
 - Comment box may appear after data validation
 - You may choose to enter comments or save without comments
- Message indicating that record was saved will be shown in red



Add a Record in Annual Factor Screen

- Record can only be added if it falls **WITHIN** the timeframe
- Data CANNOT be entered for Future years
- To ADD a Record
 - Select the Year
 - Enter the required fields
 - Click on “Save this Record”
 - Message to verify data accuracy appears. Click OK
 - Comment box may appear after data validation
 - You may choose to enter comments or save without comments
- Message indicating that record was saved will be shown in red



Add a Record in Water Screen

- Record can only be added if it falls **WITHIN** the timeframe
- Data CANNOT be entered for Future years
- To ADD a Record
 - Select the Year
 - Enter the required fields (decimals accepted)
 - Click on “Save this Record”
 - Message to verify data accuracy appears. Click OK
 - Comment box may appear after data validation
 - You may choose to enter comments or save without comments
- Message indicating that record was saved will be shown in red





Change a Record

- Record can only be modified if it falls **WITHIN** the timeframe
- To change the values of an existing record
 - Select the year, month or product depending upon the form selected

OR

- Click on [View/Edit](#) button
- Make changes to necessary fields
- Click on “Save this Record”
- Record will be saved



Delete a Record

- Record can only be deleted if it falls **WITHIN** the timeframe
- To delete a record
 - Select the year, month or product depending upon the form selected

OR

 - Click on [View/Edit](#) button
 - Confirm the record displayed is the record you want to delete
 - Click on “Delete this Record”
 - Message confirming the delete will appear
 - Click OK to proceed with deleting the record





Reports

- Reports limited by Access Level
 - Installations do not have access to Management Reports
 - Regions/IMA/OACSIM have access to all reports
- Selected reports can be run in Excel Format:
 - Utilities Unit Cost
 - Annual Building Area
 - Annual Factors Details
 - Utilities by Product
 - Water Consumption Report



(other reports will be made available in Excel Format at a later date)





Help Options

- The HELP option is available on all AEWRS screens
- FAQ's under Help provide answers to some basic questions
- POC has names and email addresses of technical and functional staff
- Hover Help is available on all data entry screens
 - A brief description of what needs to be entered in that field
- Manual, Tutorial and FAQ's will be available from each AEWRS page



My Account

- Users may change their passwords as and when needed
- Logout button is available under this section

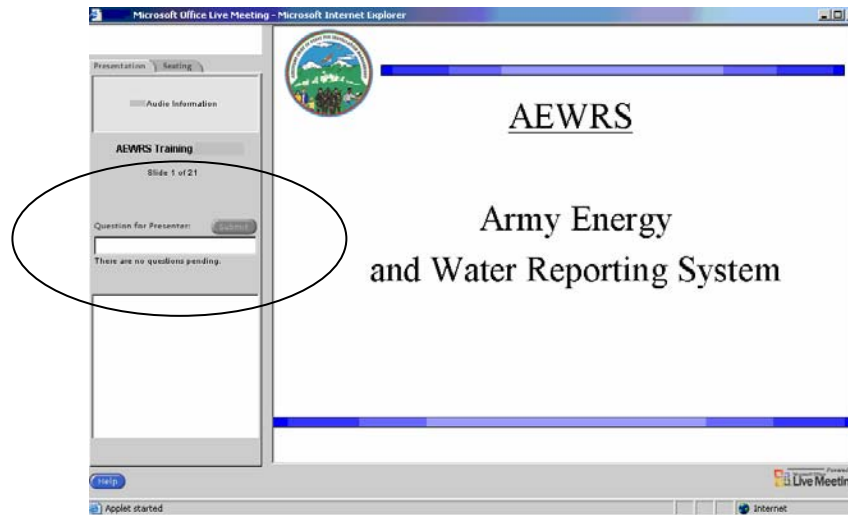


Upcoming Features

- Incorporation of graphs
- All reports converted to run in Excel format
- Adhoc reporting capability
- Term “Process” will change to “Industrial”
- Interface with ISR, IFS, NOAA and FAS



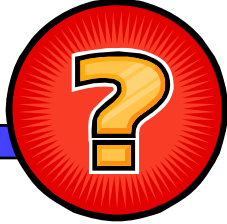
Q&A





Information

- Following the training sessions, this information will be posted to the Army Energy Program website at <http://hqda-energypolicy.pnl.gov>
 - All questions and answers
 - Tutorial (a recording of the training session)



Got a Question Later?

- If you have AEWRS questions after the training session
 - Email aewrs@hqda.army.mil